

**Ways and Means Committee (W&M)**  
**Delegate Anne R. Kaiser, Chairman**  
**Delegate Alonzo T. Washington, Vice Chair**

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**Witness Guidelines and Committee FAQ's**

**Witness Guidelines:**

**Public Hearings:**

Public hearings will initially be scheduled on Tuesdays, Wednesdays, Thursdays, and Fridays during the legislative session. Later in the session, some hearings may need to be scheduled on Mondays to accommodate workload increases. Please monitor the General Assembly Hearing Schedule for scheduled hearings.

**Testimony:**

You must submit one hardcopy of your testimony and one electronic upload to the committee staff one hour prior to the hearing, usually 12:00 PM. All written testimony must have a visible bill number. In addition to your one hardcopy of testimony, you *\*must\** bring your written testimony uploaded as a PDF file on a USB/flash/thumb drive. It is encouraged to save documents using the following title: Bill #\_Organization\_Position\_Name.

All testimony must be submitted between 9:00 AM and 12:00 PM on the day of your bill's hearing. After first signing up on the touch-screens, you must use the computers in the Committee Room to upload your written testimony located on your flash/thumb drive to the electronic testimony system. On the first computer, you will need to scan your flash/thumb drive for viruses. After your flash/thumb drive is cleared for viruses, you will disconnect your flash/thumb drive and reconnect the device to either the second or third computers.

On the second or third computers, you will then upload your testimony to the electronic testimony system. To properly upload your testimony, follow the instructions on the computer screens. If you have any questions, Committee staff will be available to assist you.

FYI: if a virus is recognized on your flash/thumb drive, you are not permitted to upload your testimony on the second or third computers.

All witnesses wishing to offer oral testimony must be signed-in one hour before the hearing begins – no exceptions will be allowed. Oral testimony is limited to three minutes. The Chairman reserves the right to alter this limit so that both proponents and opponents have the opportunity to be heard.

Note: Any individual requiring special assistance should call committee staff at least 48 hours prior to the hearing at 410-841-3469.

**Voting Records:**

Copies of all recorded votes of the Ways & Means Committee are available at the information desk in the Legislative Services Building, after the bill has been reported out of the committee. All other voting records are unofficial until sent to the House floor on a committee report. A copy of the recorded House floor votes can be obtained at the information desk in the Legislative Services Building.

**Bill Folders:**

For each bill assigned to the Ways and Means Committee, an individual folder is created which contains: a copy of the bill, a fiscal note, any amendments, written testimony submitted at the public hearings, a listing of witnesses who signed-up to testify, the committee's

recorded vote, and the floor report (if voted out of committee). Master committee folders are not allowed to be taken from the committee office, but copies can be made of the contents.

**Floor Reports:**

Floor reports will be prepared for each bill that is reported favorable or favorable with amendments. The floor report contains a summary of the legislation, an explanation of any amendments, a description of the fiscal impact, and other background data.

For more information, please call the Ways and Means Committee at 410-841-3469.